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ABSTRACT

The vocational education program for educable retarded secondary students is summarized. Units are presented in the following areas: reasons people work; job analysis; skills concomitant to securing a job; seeking employment; holding a job; and relationships with labor organizations. (JD)

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OCCUPATIONAL EDUCATION

CURRICULUM

FOR
SECONDARY LEVEL
MENTALLY RETARDED

BUFFALO PUBLIC SCHOOLS BUFFALO NEW YORK

DIVISION OF CURRICULUM EVALUATION AND DEVELOPMENT

1969

ED056426

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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BUFFALO, NEW YORK

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1969

FOREWORD

The Buffalo Public Schools for many years have successfully conducted a program specifically designed to meet the unique needs of the mentally retarded child. The need for current information concerning the occupational opportunities available in the Buffalo area prompted the development of this occupational education curriculum guide for the secondary mentally retarded.

The guide presents content and suggested activities and materials which will aid teachers in preparing the mentally retarded child for economic self-sufficiency in the adult world of work.

I wish to congratulate the committee of teachers who under the guidance of Dr. Alice Brown, Director of Education for the Mentally Retarded, prepared this needed and practical guide.

Joseph Manch
Superintendent of Schools

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INTRODUCTION

This curriculum has been designed, to equip the retarded child for the most important life function, that of obtaining and maintaining employment which will enable him to be self-supporting.

The educable program in the elementary classes serves as a springboard for the high school work-study program. Thus, a meaningful continuity exists throughout the entire span from the primary to the senior high level.

The high school program presented in this curriculum is a comprehensive four year in-depth program. Material selected is specifically pertinent to the work-study area as a specialization and the program, as it is structured, is comparable to any other high school course of study. The program is divided into six units. The first unit begins in 9th grade. The remaining portion of the curriculum extends through the balance of the student's high school career.

CAPSULE PRESENTATION OF EACH YEAR

Freshman Year or 9th Grade - Unit I

The first unit serves as a preview. Each of the areas dealing with food, clothing and shelter is detailed so that through training, the retarded child learns to evaluate situations which will occur daily in his life. The unit is a summary of the necessities and luxuries of life coupled with the concept that work is the means through which these goals are attained.

Sophomore Year - Unit II

This unit is an introduction to the in-service job training program in the fourth year. Its function is to acquaint the student with various types of jobs which he can perform with a degree of capability.

Information presented in this unit may be applicable to most urban areas but has been specificially tailored to the Buffalo area in order to be of maximum service to a student in this program. Establishments within the Buffalo area have been contacted to gather current, accurate information concerning job conditions and the employers' disposition toward hiring the student. Thus, when the student completes his second year, he will possess knowledge of jobs available, of qualifications for these jobs and, possibly, some indication of which job(s) he may wish to pursue.

Junior Year - Units III and IV

These units center around an in-school work program. They are prerequisites to units V and VI in the senior year and are an attempt to provide a simulated job situation within the confines of the school building.

A student is placed in such school services as bookroom helper, custodian's helper, audio-visual deliveryman, office messenger, cafeteria helper and the like. This makes it necessary for a student to be out of class at various times. However, while in the classroom, the student will practice skills which include filling out employment applications and job interview techniques, as well as acquiring skills in functional reading and arithmetic. In his third year, then, the student will be receiving a combination of functional academic skills and job training which will prepare him for the future.

Senior Year - Units V and VI

The student's last year includes a half-day work experience in the community. His day is divided so that he attends morning classes and works afternoons from 1:00 P.M. to 5:00 P.M. This arrangement extends throughout the senior year. Classroom sessions include a study of the personal attitudes and aptitudes required to maintain a job as well as the benefits and responsibilities derived from union membership.

Half-day employment for fourth-year students is obtained by a teacher-coordinator. He works closely with the employer and the New York State Division of Vocational Rehabilitation in ascertaining individual difficulties which may be corrected within the classroom and through personal counseling.

Summary

Each unit begins with an overview which lists the basic concepts to be developed within the content area of the unit. This material is to be taught concurrently with the job training for the extent of the school year. Reading and arithmetic must be functional processes contributing to the core of the program. To aid functional teaching, vocabulary lists relative to each unit have been placed at the conclusion of the unit. Within the units themselves is a list of suggested activities and audio-visual materials which may be correlated with each area.

UNIT I

REASONS PEOPLE WORK

UNIT I

REASONS PEOPLE WORK

OVERVIEW

The mentally retarded child should be prepared to successfully meet the myriad situations which will confront him in his everyday life. Central to this success must be his own realization that his dignity as a human being, and even his survival, perhaps, depend on his becoming a usefully contributing worker of his society.

The purpose of this unit is not only to stress the immediate advantages of work to the student, but also to prepare him for the future. He must be taught how to budget his time, energy, and money so that he may enjoy the fruits of his efforts, attain security in the future and respect from his family and peers.

Emphasis has been placed upon:

1. Knowledge of the basic needs for work.
2. Developing supportive attitudes toward work, of contribution vs. dependency.
3. Role-playing and experiential activity directed toward a meaningful grasp of desired learnings.
4. Consideration of adequate preparation for the future and sources of personal gratification derived from work.

UNIT I

REASONS PEOPLE WORK

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
1. Basic Needs A. Food 1. Types a. Vegetables b. Fruits c. Meats	Make a shopping list for a family of four for a day, week, month while considering kinds of food.
2. Cost	Using the same shopping list above, insert prices obtained from a daily paper. (Buffalo Evening News will send enough papers of a previous date for each student to have a copy.) Add to find out amount spent by family of four for one day. Look up names, addresses, and telephone numbers of neighborhood grocers, butchers, fruit markets, etc.
3. Packaging a. Bulk b. Canned c. Boxed d. Liquid e. Concentrated f. Frozen g. Fresh (Pints, quarts pounds)	Visit a local supermarket and list as many products as possible under the seven headings in the content. Example: Bulk - sugar, flour Canned - vegetables Boxed - rice, raisins Liquid - milk, bleach Concentrated - orange juice Frozen - fruits, vegetables
4. Purchasing a. Quality b. Quantity	Arrange a class picnic or party. Consider: Planning Purchasing
5. Preparation a. Home or school b. Restaurant	Prepare food for the party. Prepare a vocabulary list of unfamiliar words from menus of local restaurants. Look up these vocabulary words and insert simple meanings. Take a trip to a restaurant or cafeteria and order lunch.
6. Nutritional value a. Regulation of body processes	Prepare a simple nutritional lunch menu. Books to use as a reference:

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
b. Body maintenance (1) Building (2) Repairing c. Diet	FOODS - Florence Harris and Ruth Henderson SEVENTEEN COOK BOOK - Editors of Seventeen Magazine ALL ABOUT THE HUMAN BODY - Bernard Glemser JOY OF COOKING - Irma S. Rombauer and Marion R. Becker Make a booklet about foods for health and growth. Construct a bulletin board with pictures of food and their food value. Milk - builds bones Fruits and vegetables - give energy Meat - gives strength Take field trips: Local supermarket Loblaw's Warehouse Bakeries Farmer's Market (Clinton & Bailey) Show Film: WHOLE PRODUCE MARKET - Bailey Films, Inc. Show filmstrips: COOKING SERIES McGraw-Hill #401-806 UNDERSTANDING COOKING TERMS Mc-Graw Hill #401-807 BUYING FOOD WISELY McGraw-Hill #401-809 SAFETY IN THE KITCHEN McGraw-Hill #401-810 ORGANIZING AND PREPARING MEALS McGraw-Hill #401-811 STORING FOODS McGraw-Hill #401-812

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	MEASURING ACCURATELY McGraw-Hill #401-813
	SERVING MEALS ATTRACTIVELY McGraw-Hill #401-814
	SAFEGUARDING OUR FOOD McGraw-Hill #401-058
B. Shelter	
1. Types a. Single b. Double c. Multiple	Show pictures of different types of homes. Use overhead projector to share with class and discuss. (Pictures can be collected from HOUSE BEAUTIFUL and BETTER HOMES and GARDENS magazines.)
	Use Real Estate ads from local papers of various types of homes, locations, and prices. Discuss with group paying particular attention to price and needs of buyer.
2. Cost	Ask a builder in the community to discuss the highlights of a good, moderately priced home.
3. Location a. Neighborhood b. Section (1) Urban (2) Suburban	Have a student, using a tape recorder, interview other students asking about the location in which they would like to live and why. Questions may be prepared by entire class.
4. Home improvement	Construct bulletin boards:
a. Outside (1) Clean up grounds (2) Plant grass, bushes	Before and After - pictures from paint ads, magazines, or pupil prepared pictures. Good Living Conditions - clean-up, paint-up, fix-up concept.
b. Inside (1) Cleaning (2) Painting (3) Papering	Take field trips: Home Show Model home open for inspection in neighborhood Sectional Home - Garage 2344 Bailey Avenue Housing project Low rental apartment Single, double, and multiple dwellings

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
C. Clothing	
1. Classification a. Work b. Social	Present a fashion show including clothing related to occasion: Work Recreation Social
2. Reason for choice a. Suitability b. Durability	Let students bring in samples of cloth. Compare for quality and durability.
c. Practicability	Prepare a booklet showing clothes that are suitable, durable and practical; show their relationship to work, recreation and social life.
	Make a color wheel and have students select colors which harmonize and contrast. Plan a simple wardrobe around these colors.
3. Purchasing	Have a pupil panel to discuss advantages of buying new or used clothing.
a. New (1) Specialty (2) Department stores	Compare prices of clothing from a thrift store and large department store.
b. Used (1) Rummage sales	Construct bulletin boards depicting various fabrics or types of clothing.
(2) Dealers	Give students an imaginary budget of $15.00 to $25.00. After comparing clothing prices, have them choose clothes. See who has most value. Consider taste, practical styles and interchangeable styles. Catalogues may be helpful.
	Take field trips: Self-service dry cleaning establishment Goodwill Industries Clothing Manufacturers Laundry Dry cleaners Clothing and department store
	Show filmstrips: YOUR CLOTHING McGraw-Hill #402-084 CLOTHES McGraw-Hill #641-612

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
II. Luxuries	
A. Home Ownership	
1. Inheritance	Request a local lawyer to relate suitable examples of people inheriting property. Have a brief discussion of wills.
2. Purchase a. Cash b. Financing	Have class figure out down-payments, interest rates, monthly mortgage payments and relate to possible earnings. Request a local bank representative to explain factors involved in getting a loan and purchasing involvements. Construct bulletin boards: House plans from newspaper Floor plans Outside design Building materials House in center - strings attached to implements needed to maintain a home Before and after rehabilitation of sub-standard or old homes
3. Financial Obligations a. Mortgages (1) FHA contracts (2) Individual financing b. Homeowner's insurance c. Tax bills d. Utility bills e. Loans f. Contracts for improvements	Present a skit depicting buyer visiting a real estate dealer to inquire about purchasing a home for four. Obtain samples of contracts and bills. Learn where they are paid and when.
B. Automobiles	
1. Cost of automobile a. Down payment b. Financing c. Insurance d. Cost to operate (1) Gas (2) Oil (3) Maintenance	Obtain pamphlets from local banks on car financing. Teacher leads discussion concerning financing. Following discussion, teacher lists on chalkboard salient points. Have a speaker discuss car insurance. Show own car insurance policy via overhead projector. Discuss.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
2. Comparison of new and used cars a. Cost b. Durability	Have a discussion about used cars vs. new cars: Is the lowest price the best buy? Appearance vs. function Type of dealer with whom to do business Have pupils make booklets of favorite styles of automobiles and write reasons for choice. Have pupils fill out applications for permit and license. Take field trips: Local gas station Used car lots Auto show G.M.A.C. Show filmstrips: SAFETY BEHIND THE WHEEL McGraw-Hill #400-217 FUNDAMENTALS OF DRIVING SVE A213-4 SOUND DRIVING PRACTICE SVE A213-5 ACCIDENTS SVE A213-6 AUTOMOBILE DRIVER SVE A213-1
C. Leisure Time	
1. Radio and Television 2. Movies	Discuss social acceptability of much leisure time in our present economic world.
3. Travel	Present skits making personal motel reservations; inquiring about price; ordering from menus.
4. Membership in a. Clubs b. Church organizations c. Neighborhood organizations	Make booklets of places to visit. Write a sentence under each picture, telling why they would like to visit the place. Give an oral report telling what sport is liked most and why.
5. Self-Improvement-Adult Education	Have a speaker relate edvantages and nature of adult education.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	Locate places on a map within a few hours drive from Buffalo: Letchworth State Park Niagara Falls Newark Rose Gardens Long Beach Niagara Falls Allegheny State Park
	Make a mural depicting the scenic beauties of New York State.
	Show filmstrip: WHAT ABOUT DATES? 312 F. O. M.
	Take field trips: Motel Albright Knox Art Gallery Museum of Science Historical Building Hobby Shops
6. Hobbies	Have a hobby show where students display their hobbies or things in which they are interested.
D. Furniture	
1. Types a. Home made b. Period c. Functional	Discuss choice of various materials in constructing furniture for home use.
	Make a scrap book of period furniture.
	Present a skit in furniture salesroom, emphasizing beauty, period, functional aspects plus family usage.
2. Purchase a. New b. Used	Discuss used vs. new furniture. Emphasize warrantee and guarantee using actual examples.
	Prepare lists of necessary furniture and luxury pieces.
	Construct bulletin boards: Modern day appliances Furniture periods Color co-ordination
	Take field trips: Niagara Mohawk Iroquois Gas Company Sears Roebuck Company

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	Salvation Army Store Goodwill Industries G. E. X. Brand Names General Retail Store
III. Self-support vs. Dependency	
A. Employment vs. Welfare	Plan a day of a person on welfare and a day of a person who is employed. Compare and contrast.
B. Employment vs. Unemployment	Discuss dignity of work; satisfaction in job well done no matter how menial; acceptance of full or partial government support with dignity.
IV. Status	
A. Salary	Analyze pay check and discuss idea of withholding: Gross amount Net Amount Deductions Federal Income Tax State Income Tax Social Security Hospitalization Union Dues Government Savings Plan Company Credit Union
B. Sense of Self Respect	Ask a speaker from Golden Age Club to discuss problems of youth and old age.
	Show filmstrips: PROBLEMS OF OLDER TEENS F775 S. B. R. LEADING AMERICAN NEGRO SERIES SVE A2421-6
V. Preparing for Future	
A. Marriage	Discuss responsibilities of partners to each other and to children.
	Have a clergyman from community speak to the group.
	Discuss procedure for getting marriage license, legal requirements; emotional and mental maturity. Develop awareness of marriage counselors.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
B. Family	Present skits about family problems and their solutions: Autocratic family Democratic family Show filmstrips: LOOKING AHEAD TO MARRIAGE SVE #2774-8 WHEN ARE WE READY FOR MARRIAGE? F. O. M. #327 INFANT CARE SERIES, McGraw-Hill #401-832 to 401-838: BATHING THE BABY FEEDING THE BABY PREPARING THE FORMULA SELECTING CHILDREN'S CLOTHING TEACHING DESIRABLE HABITS SELECTING CHILDREN'S TOYS
VI. Security	
A. Insurance	
1. Hospital	Have students fill in application forms obtained from Blue Cross.
2. Doctors a. General Practitioner b. Specialist	Let students use telephone directory to list names, addresses, and phone numbers of different kinds of doctors. Practice placing telephone call requesting the services of a doctor. Construct bulletin board listing professional name and meaning of doctors; i.e. Pediatrician - baby doctor. Take field trips: Hospital Clinic
3. Automobile	Request a speaker to discuss auto insurance: Liability Comprehensive Collision Risk Pool
4. Home	Discuss reasons for home fires and means of prevention. Discuss types of insurance coverage available. Construct a bulletin board: Picture I - House burned to ground - no insurance - ashes. Picture II - House burned to ground - insurance - building materials for new home.
5. Life	Discuss value of life insurance; how much to buy; meaning of vocabulary used.
B. Investment	
1. Savings Banks	Practice writing deposit slips and withdrawal slips. Place diagram on board showing how money earns money; i.e. interest. Discuss reasons for saving. Create a bulletin board illustrating various items that can be purchased with savings. Take field trips: Buffalo Savings Bank Marine Trust Company
2. Bonds	Bring in bonds for class to see. Explain cost and how they mature. Correlate with arithmetic lessons to find how much a bond earns.
VII. Personal Gratification	
A. Happiness and Self-satisfaction	
1. Completing a task	Give oral reports.
2. Achieving self-set goals	How I Felt When I Finished: Cutting the Grass Putting Up Screens Cleaning the Attic Have students illustrate by cartoons or other means, something which they enjoy doing.
3. Use of special skills	Read a story: VICTORY IN MY HANDS Harold Russell

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	Write a paragraph about a community helper. Policeman Fireman Mailman
4. Being helpful	Have pupils write one sentence about being helpful around the home. Hear oral reports from school helpers: Messenger Hall monitor Cafeteria worker Take field trips: Cancer Headquarters Heart Headquarters Encourage students to volunteer assistance to an organization.
5. Creativity	Have students discuss hobbies they may have. Let students bring in models, etc., of anything they have constructed. Introduce inexpensive crafts and hobbies to students.
6. Meeting new people and acquiring a feeling of being accepted	Have students take parts of various people and act out social situations.
7. Looking forward to advancement	Construct a bulletin board with this caption: DO YOU WANT THIS? (Pictures of travel, beautiful homes, cars, etc.) Work is the only way to get them.
8. Achieving economic independence	Present a skit in which a student has a part-time job and have him relate to class how he is becoming economically independent.

UNIT I

RELATED VOCABULARY

FOOD

a la carte
a la mode
appetizer
baked goods
banquet
beverage
breakfast
cafeteria
canned goods
cereal
check-out
coffee
cold cuts
concentrated
condensed
dairy products
dessert
detergents
diner
dinner
doughnuts
dried food
express check-out
flour
fowl
frozen
fruit
gallon
gelatin
gratuity
hamburger
hot dog
ingredient
juice
liquid
liquor
lunch
marmalade
meat
menu
mixer
napkin
oils
order
package
paper products
parfait
pastry
perishable
pet foods
pizza
pound
preserves
price
produce
purchase
quality
quantity
recipe
refrigerator
restaurant
salad
sandwich
seasoning
self-service
shortening
short order
snack
spaghetti
spices
submarine
supper
vegetables

SHELTER

accident
alarm
aluminum
appliance
arrange
asbestos
ashes
attic
avenue
basement
bath
bathroom
bedroom
bench
bills
blanket
block
board
borrow
brick
budget
building
bulb
bungalow
cabin
cabinet
carpenter
carpet
ceiling
cellar
cement
chair
charge
cheap
check
closet
construct
cottage
cover
cupboard
damage
damp
debt
deduction
dining room
down payment
downstairs
duplex
electric
exit
expense
faucet
fence
fire
floor
freeze
front
front porch
furnace
furnish
furniture
fuse
gallery
garage
garbage
garden
glass
grass
ground
hedge
hotel
house
improve
kitchen
ladder
leaves
liability
license
location
mailbox
metal
meter
mice
mirror
modern
mortgage
motel
motor
nail
odor
oven
owe
owner
paid
patch
patio
permit
phone
plans
plaster
pliers
plug
plumber
polish
power
price
quick
rake
ranch
range
recreation
refrigerator
replace
requirement
roof
rust
safety
sale
sanitary
sanitation
savings
screens
shade
shelter
shovel
shower

siding
slippery
snow
space
spare
split-level
square
stairs
steam
stone
storage
storm window
stove
sub-standard
surplus
tank
tap
tar
tax
telephone
television
tenant
tent
trailer
trespass
tub
type
used
vacancy
ventilation
weather
without
wood
yard

HOME OWNERSHIP

address
aluminum
asbestos
brick
contract
credit
driver
education
fee
finance
income
individual
inside
installment
insurance
interest
investigate
landlord
landscape
lease
legal
leisure
loan
mortgage
outside
painting
paneling
papering
payment
play
plumbing
pressure
purchase
remodel
rent
repair
salesman
single
utility
water
wills

CLOTHING

accessories
alteration
apparel
attire
business clothes
casuals
clothes
costume
design
dressmaker
drip-dry
dry cleaning
fabric
fashions
footwear
garment
gloves
hosiery
housecoat
jacket
knit dress
lingerie
lounging clothes
neckwear
nylon
office clothes
raincoat
ready-to-wear
shirt
shrinkage
size
sleepwear
sportswear
stockings
suit
tailor
texture
underwear
uniforms
washable
wool
yard goods

AUTOMOBILES

accelerator
accident
anti-freeze
application
automatic
auto show
battery
brakes
convertible
dashboard
dealer
directional lights
down payment
driver education
four-door sedan
fuel
gas
hardtop convertible
headlights
hot rods
inspection
insurance
Kensington Expressway
liability
license
maintenance
manual
mechanic
mechanic on duty
model
muffler
New York State Thruway
no parking
oil
overhaul
permit
power brakes
power steering
racing cars
rear view mirror
repairs
road signs
Scajaquada Expressway
seat belts
simonize
speedometer
station wagon
steering wheel
styles
Thomas E. Dewey
trade-in
two-door sedan
used car lots
Volkswagen
white wall tires
windshield wiper

LEISURE

airplane
amateur
art
automobiles
barbecue
baseball
basketball
beach
bicycle
boat
bowling
camera
cards
class
club
coin collection
concert
craft
dance
darts
diet
expressway
fishing
football
gallery
game
garden
go-carts
golf
guest

handwork
hobby
holiday
horseshoes
ice-skating
knit
Letchworth State Park
library
membership
movies
museum
music
neighborhood
Niagara Falls
night club
organization
painting
performance
photograph
picnic
picture
price
racing
radio
records
recreation
reservations
restaurant
science
scrap book
skiing
stamp collection
suitcase
swimming
taxi
tennis
thruway
tickets
tile
tours
train
travel
vacation
waltz
water

FURNITURE

appliance
bedroom
bench
Brand Names
built
carpet
chair
chest
clock
crib
cupboard
curtain
dishes
draperies
dresser
durability
flag
functional
general
Goodwill Industries
Iroquois Gas
kitchen
lamp
living room
lounge
maple
modern
New York Telephone Co.
Niagara Mohawk
period
picture
radio
refrigerator
retail
rocker
rug
Salvation Army
Sears & Roebuck Co.
sectional
sofa
stove
television
wholesale

STATUS

company
deductions
federal
government
gross
incorporated
net
payroll
salary
security
social
stocks

MARRIAGE - FAMILY - RETIREMENT

affection
baby sitter
benefits
brother
companionship
counselor
daughter
day camps
dentist
doctor
emotions
engagement
family
feeding
formula
Golden Age Club
husband
infant care
institution
kin
love
maturity
nursing home
obstetrician
partners
pediatrician
Senior Citien
sister
wife

INSURANCE - INVESTMENTS

accident
agent
collision
comprehensive
deposit slips
double indemnity
invest
liability
policy
prevention
protection
risk
type
U. S. Savings Bonds
various
withdrawal slips

PERSONAL GRATIFICATION

congratulations
favor
happiness
humor
independent
neighbor
peace of mind
pleasure
responsible
reward
self-satisfaction
volunteer work

UNIT II

JOB ANALYSIS

UNIT II

Job Analysis

Overview

The types of jobs available to the retarded are relatively limited in scope. However, very often, a discrepancy exists between the student's ability level and his aspirational level. The difficult task of reconciling the two becomes a reality at this point. This program stresses both the intrinsic and the extrinsic value and dignity of all work by presenting various job areas within the context of societal need.

Education and attitude become important parts of this program and contribute to an elevation of the student's self-concept. To develop this program successfully, it is necessary that both student and teacher have a wide knowledge of potential jobs.

Although this unit is not exhaustive, it is a relatively thorough sampling of jobs in various areas.

Emphasis has been placed upon:

1. Acquainting students and teachers with types of jobs in the Buffalo area and qualifications necessary to secure them.
2. Assisting students in choosing a job which he is capable of performing efficiently.
3. Providing students with insight into drawbacks of particular jobs, i.e. seasonal work, long lay-offs, etc.

UNIT II

JOB ANALYSIS

I. LIGHT INDUSTRY

A. BAKING

1. Places Contacted

   a. Kaufman's Bakery
   b. Lippe's Bakery

2. Specific Occupations

   a. Baker's Helper (unskilled)
   b. Bakery Maintenance Man (unskilled)

3. Duties and Dress

   a. Greases or lines pans; cleans utensils, pans, etc.; moves heavy pans; might mix, mold or shape dough under close supervision of the baker.

      Uniform consists of white shirt, trousers, cap and apron.

      Employer supplies uniform.

   b. Scrubs floors and walls; cleans and oils heavy equipment; helps paint walls and equipment; washes windows.

      A uniform is not required.

4. Qualifications *

   a. & b. A high school education is preferred; worker must possess all qualities pertinent to holding a job. Age requirements are in accordance with New York State Labor Laws. A physical examination is required by the company but the employee is reimbursed. The job is subject to New York State and local union laws; the male sex predominates in hiring practices. Experience is not necessary. Union membership is required.

5. Working Conditions and Hours

   a. Work is done indoors. Dust from flour and sugar produce a cough in some workers. Flour may cause a rash on worker's hands. Work is available throughout the year. Employee works a straight shift - eight hours per day, five days per week.

   b. Work is done in and out-of-doors. Carelessness may cause hazardous conditions. Work is available throughout the year. Employee works a forty-hour week straight shift with irregular hours (4:00 A.M. - 12:00 P.M. or 12:00 P.M. to 8:00 P.M.)

6. Remuneration

   a. & b. During the training (about thirty (30) days) the beginner earns less than the other workers. After the training period, he receives union wages:

      1. $2.18 per hour — Baker's Helper
      2. $2.90 per hour — Bakery Maintenance Man

      Fringe benefits include paid vacations and holidays, health and welfare insurance, regular medical check-ups and a pension plan.

7. Advancement

   a. Helper to Assistant Baker

   b. Assistant Baker to Baker

8. Related Occupations

   a. Bakery Stockman

      1) Duties and Dress

         Keeps track of ingredients used, orders, checks shipments, sends ingredients through large pipes to mixing room; uses a machine to melt shortening before sending it to mixing room; moves heavy sacks to storage bins.

         Uniform consists of white shirt, trousers and cap.

         Employer supplies the uniform.

      2) Remuneration

         After the thirty (30) day training period the employee receives a union wage of $2.18 per hour.

   b. Dividing-Machine Operator's Helper

      1) Duties and Dress

         Places clean pans in the dividing machine; removes filled pans from conveyor; stacks filled pans on large racks and moves them to temperature controlled room; checks weight of bread dough at intervals.

         White uniform, small apron, cap and hair net are required.

         Employer supplies uniform, apron and cap. Employee supplies hair net.

* The qualifications and fringe benefits for many of the jobs in this unit are the same as for the bakery industry. Exceptions are noted under each specific occupation.

2) Remuneration

After the thirty (30) day training period the employee receives a union wage of $2.18 per hour.

c. Doughnut Machine Operator's Helper

1) Duties and Dress

Wipes machine before operator begins his job; pours shortening into large frying tanks; picks up finished doughnuts and places them on racks to cool; empties and cleans frying tanks; keeps working area clean and orderly.

Uniform consists of white shirt, trousers, cap and large apron.

Employer supplies the uniforms.

2) Remuneration

After the thirty (30) day training period, the the employee receives a union wage of $2.18 per hour.

d. Pan-Washing Machine Operator

1) Duties and Dress

Removes dirty pans to washroom; boils extremely soiled pans in a large vat; operates machine to wash pans; returns pans to bakery department; keeps work area clean and orderly.

Uniform consists of white shirt, trousers, large apron and cap.

Employer supplies the uniform.

2) Remuneration

After a thirty (30) day training period, the employee receives a union wage of $1.75 per hour.

e. Roll and Doughnut Icer

1) Duties and Dress

Flavors and mixes icing and glaze; hand-dips doughnuts into frosting or glaze; spreads icing on rolls; might help to make bread and rolls at various times.

White uniform, small apron, cap and hair net are required.

Employer supplies uniform, apron and cap.

Employee supplies hair net.

2) Remuneration

After a training period, the employee receives a union wage of approximately $1.71 per hour.

B. MEAT AND MEAT PACKING

1. Places Contacted

a. Tog Packing Company
b. Szelagowski and Sons
c. Sahlen Packing Company, Inc.

2. Specific Occupation

Meat Wrapper

3. Duties and Dress

a. Weighs meats and records weight and price on label; labels and wraps meat in cellophane and machine seals the package.

b. White uniform is required.

Employer suppies the uniform.

4. Qualifications

a. A physical examination is required but the company does not reimburse. Female sex predominates in hiring practices.

b. See footnote, page 27.

5. Working Conditions and Hours

All work is done indoors. Carelessness may contribute to hazardous situations. Work week is normal - eight hours per day for five days. Employee may work some Saturdays.

6. Remuneration

After a thirty (30) day training period, employee receives union wage of $2.35½ per hour.

Fringe benefits include paid holidays, vacations, sick leave, and accident and health insurance.

7. Advancement

Opportunity for advancement is based upon qualifications and seniority.

8. Related Occupations

a. Butcher's Helper

1) Duties and Dress

Assists in cutting carcasses, killing and cleaning poultry; refrigerates uncut carcasses; trims fat; cuts, grinds and wraps meat; cuts out bones; assists in writing meat orders; checks orders and weighs meats; does general clean-up; keeps machines in working order and sharpens knives.

A white uniform is required.

Employer supplies the uniform.

2) Remuneration

Trainees receive $1.50 per hour. After learning the job, employees receive wages of $2.27 per hour.

b. Hand Packager - Sausage Plant

1) Duties and Dress

Wraps sausage in cellophane and seals package by sliding it across a piece of hot metal; places package on a conveyor.

Uniform consists of a white smock, apron and a hair net.

Employer supplies smock and apron.
Employee supplies hair net.

2) Remuneration

Wage is union scale of $2.35½ per hour.

c. Meat Smoker

1) Duties and Dress

Follows written direction concerning length of process and types of meat to be treated; sets thermostats; hangs meat on racks and places in oven; removes meat from oven to trays when process is completed; cleans oven trays monthly.

A white uniform is required.

Employer supplies the uniform.

2) Remuneration

Wage is union scale of $2.64½ per hour.

d. Meat Trimmer

1) Duties and Dress

Trims and cuts meat into certain sizes; sharpens own tools.

Uniform consists of a white coat and cap.

Employee purchases uniform through company.

2) Remuneration

Wage is union scale of $2.49½ per hour.

e. Sausage Casing Flusher

1) Duties and Dress

Cleans casings thoroughly inside and out; knots one end of casing, places it in a bowl coiling it from knot end outward.

A white uniform is required.

Employer supplies the uniform.

2) Remuneration

Wage is union scale of $2.39 per hour.

f. Sausage Stuffer

1) Duties and Dress

Places chopped seasoned meat into a machine; attaches nozzle and slips casing onto it; cleans and oils machine.

Uniform may be required depending upon place of employment.

2) Remuneration
Wage is union scale of $2.60 per hour.

C. FLOUR MILLING

1. Place Contacted

General Mills

2. Specific Occupation

Flour Packer (unskilled)

3. Duties and Dress

Makes certain that bags, recipes or coupons are near his machine; checks to see if machine is in proper order; spot checks bags occasionally for correct weight.

Uniform is not required.

4. Qualifications

a. Both an aptitude and general knowledge test plus a physical examination are required.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employees having fewer than three (3) years seniority are subject to temporary lay-off during dull months. Working hours are straight shift - eight hours per day, five days per week. Employees may work six days per week.

6. Remuneration

During a training period of forty-five (45) days, employee receives $3.12 per hour. Wage is then raised to $3.59 per hour. Second and third shift workers receive $.11 more than first shift workers. All employees receive time-and-one-half on Saturdays, double-time on Sundays and triple-time on holidays.

Automation has lessened the need for new employees. Future need depends chiefly upon replacement of those who retire or take other jobs.

7. Advancement

Opportunity for advancement is determined by seniority and qualifications.

8. Related Occupations

a. Forklift Operator

1) Duties and Dress

Loads and unloads railroad cars; obtains supplies from the warehouse; keeps records of goods he has moved; hauls waste from factories; checks all gauges on his truck.

A uniform is not required.

2) Remuneration

Wage varies from $3.00 to union rate of $3.10 per hour.

b. Caser

1) Duties and Dress

Reads diagraming to learn order in which cereal is to be boxed; places opened boxes on machine ready for the operator.

A uniform is not required.

2) Remuneration

Wage varies from $2.74 to union rate of $2.84 per hour.

c. Supply Man

1) Duties and Dress

Brings cartons and boxes to casers; must keep supplies ahead of workers.

A uniform is not required.

2) Remuneration

Wage varies from $2.79 to union rate of $2.99 per hour.

d. Sweeper

1) Duties and Dress

Sweeps floors and areas surrounding machines.

A uniform is not required.

2) Remuneration

Wage varies from $2.79 to union wage of $2.89 per hour.

e. Yardman

1) Duties and Dress

Picks up paper and other debris off railroad tracks; keeps loading area clean.

A uniform is not required.

2) Remuneration

Wage varies from $3.00 to union rate of $3.10 per hour.

f. Janitor

1) Duties and Dress

Scrubs and mops floors; cleans and supplies lavatories, checks lavatories at intervals.

A uniform is not required.

2) Remuneration

Wage varies from $2.79 to union rate of $2.89 per hour.

D. PAPER AND PRINTING

1. Places Contacted

a. Bemis Company, Inc.

b. Greater Buffalo Press

2. Specific Occupations

a. Printer's Helper

b. Fly Boy (unskilled)

3. Duties and Dress

Reheats used type; inks presses and washes them after use; sets up materials; i.e. hand type, slugs, leads, etc. and puts them away; runs errands; sweeps work area; cleans up at closing time.

A uniform is not required.

4. Qualifications

a. In small printing concerns union membership is not required. A physical examination is necessary. It is not paid for by the company.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may contribute to hazardous situations. Employment is normal - work is available throughout the year. Employee works regular hours. Large concerns may require shift work and some overtime during a rush period. Small concerns will not.

6. Remuneration

Beginning wage is approximately $2.00 per hour and later advances to $3.00 per hour.

7. Advancement

Employee may possibly advance to apprentice and then to printer. In small concerns, merit advancement is practiced. In union concerns, advancement comes with seniority, experience and merit.

8. Related Occupations

a. Pressman's Apprentice

1) Duties and Dress

Sets presses and plates by correct size and with correct amount of ink; checks shade of ink and watches margins as paper goes through. If this is his only task, he is called a Feeder. In other shops, he oils machines, washes presses and might make small repairs.

Uniform consists of a large protecting apron.

Employee purchases apron from the company.

2) Remuneration

Wages vary from $2.00 to $3.00. After a period of six (6) months, employee receives a raise.

b. Bag Baler

1) Duties and Dress

Operates a wire-tying and twine-tying baler; places prepared stack of bags on machine which squeezes bags, threads machine with twine or wire and ties stack; lifts tied bundles onto conveyor or truck.

A uniform is not required.

2) Remuneration

Wage is $1.76 per hour.

c. Bag Sewer

1) Duties and Dress

Machine sews bags from top or bottom as instructed.

A uniform is not required.

2) Remuneration

Wage is a guaranteed $1.50 per hour plus piece-work.

d. Bag Packer

1) Duties and Dress

Packs cartons of one kind then another; counts small ones by fifties, large ones by twenty-fives; places boxes in shipping carton; seals with gummed tape and marks cartons with stencil; places filled cartons on truck.

A uniform is not required.

2) Remuneration

Wage is approximately $2.50 per hour with a slight increase for night shift.

e. Carton Assembler

1) Duties and Dress

Feeds a machine or sets up cartons; lifts flaps, glues together; hammers out cut-away parts by hand or with air hammer; can do several at one time using air hammer.

A uniform is not necessary.

2) Remuneration

Wage is approximately $2.45 per hour with slight increase for night shift.

f. Envelope Machine Operator

1) Duties and Dress

Studies order blanks regarding amount and kinds of envelopes to be made; prepares machine for printing; chooses appropriate color of paper and glue; places both in machine and checks for correct operation; reports breakdowns or flaws in operation; removes bits of paper which come out of the machine; checks glue tank at intervals; packs envelopes for shipment.

A uniform is not required but work clothes must be worn. Women must wear hair nets.

Employer supplies the work clothes.
Employee supplies the hair net.

2) Remuneration

Wage varies from $1.60 to $2.60 per hour.

E. CHEMICAL INDUSTRY

1. Places Contacted

a. Dupont Denemours E. I. and Co., Inc.

b. Allied Chemical Corp.

2. Specific Occupation

Stock Mover

3. Duties and Dress

a. Moves equipment and materials from receiving department to storage rooms; operates lift truck to move large drums.

b. A uniform is not required. Special heavy work clothes must be worn.

Employer supplies work clothes.

4. Qualifications

a. Aptitude and general knowledge tests are required. Union membership is not mandatory, but employee may join.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may contri-

bute to hazardous situations. Work is available throughout the year. Employees work straight shift.

6. Remuneration

Wage ranges from $2.97½ per hour to $3.09 per hour.

7. Advancement

Opportunity for advancement is dependent upon seniority and merit.

8. Related Occupations

Operator's Assistant

a) Duties and Dress

Supplies material; runs processing units such as mixer, screener, dryer or extruder.

A special heavy uniform is required. Employer supplies the uniform.

b) Remuneration

Wage varies from $3.07 to $3.17 per hour.

F. WAX INDUSTRY

1. Place Contacted

W. & H. Manufacturers

2. Specific Occupation

Candlemaker

3. Duties and Dress

a. Using pulley apparatus, lowers board of wicks into a tub of melted wax; lifts it out to cool and harden; repeats process until candles are correct size. For colored candles, dips them into a tub of colored wax; might pour melted wax into molds; cuts wicks.

b. A uniform is not required.

4. Qualifications

a. A physical examination is required. The company does not reimburse.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employees work straight shifts.

6. Remuneration

Wages vary with shift. First shift earns $1.73½ per hour; second shift earns $1.80½ per hour; third shift earns $1.85½ per hour.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupation

Candle Inspector and Packer

a) Duties and Dress

Inspects candles carefully for wick and breakage; checks for size, shape and color; places imperfect candles into special container; wraps candles in cellophane; pads box to insure against breakage and packs candles; places inspection slip in box, stamps color on it and places it into a carton for shipping.

A uniform is not required.

b) Remuneration

Wage varies with shift. First shift earns $1.73½ per hour; second shift earns $1.80½ per hour; third shift earns $1.85 per hour.

G. BOTTLING PLANTS

1. Places Contacted

a. Pepsi-Cola Bottling Company

b. Squirt-Vernors of Buffalo, Inc.

c. Nehi Bottling Company, Inc.

2. Specific Occupation

Bottle Washer

3. Duties and Dress

a. Fills machine with empty bottles and lets them soak for a half-hour; inverts bottles to drain; sends them through a series of extremely hot water sprays.

b. A protective uniform is worn. Employer supplies the uniform.

4. Qualifications

See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employee works a straight shift.

6. Remuneration

Wage is $2.99 per hour. Time-and-a-half is paid for overtime.

7. Advancement

Opportunity for advancement depends upon ability. Advancement ladder goes from worker to inspector to foreman.

8. Related Occupations

a. Bottle Inspector

1) Duties and Dress

Scrutinizes each bottle carefully; removes from conveyor any bottle which is not completely whole or which appears to be dirty. After filling and capping is done, removes bottles not correctly filled or capped.

A uniform is required. Employer supplies the uniform.

2) Remuneration

Wage is $2.99 per hour. Time-and-a-half is paid for overtime.

b. Route Driver

1) Duties and Dress

Delivers merchandise to stores; fills vending machines; collects crates of empty bottles and returns them to distributor; keeps records of crates on truck and crates removed; may own truck or rent from company.

A uniform is required. Employer supplies the uniform.

2) Remuneration

Wage is a guaranteed $70.00 per week plus commission and $.02 for each empty bottle returned.

c. Warehouseman

1) Duties and Dress

Loads and unloads trucks; records all outgoing and incoming bottles; checks each driver's route for the day.

A uniform is required. Employer supplies the uniform.

2) Remuneration

Wage is $2.99 per hour. Time-and-a-half is paid for overtime.

II. HEAVY INDUSTRY

A. CONSTRUCTION

1. Places Contacted

a. John W. Cowper

b. Bradley Home Improvements

2. Specific Occupation

Laborer

3. Duties and Dress

a. Does general labor for experienced workmen in the construction industry.

b. A uniform is not required.

4. Qualifications

a. A physical examination is required. The employee is not reimbursed. Union membership is a pre-requisite for employment.

b. See footnote, page 27.

5. Working Conditions and Hours

Hazardous situations include the possibility of a fall from height or strain from heavy lifting. Employment is seasonal, spring and summer being peak months. Hours are long and irregular.

6. Remuneration

Wage is $3.93½ per hour.

7. Advancement

Opportunity for advancement is limited since the laborer has little or no opportunity to work with tools or observe skilled workers.

B. TRUCKING

1. Places Contacted

a. Branch Motor Express Company

b. Buffalo Storage and Carting Division of P. A. Truck Line, Inc.

c. Boss-Linco Lines, Inc.

2. Specific Occupation

Driver

3. Duties and Dress

a. Oversees loading and unloading of truck; delivers items to homes, stores, factories, train station; prepares truck for run; keeps load invoice.

b. Uniform is required.

Employer furnishes uniform.

4. Qualifications

a. A physical, aptitude and general knowledge examination may be required. Drivers must comply with each state's law and Interstate Commerce Commission law. A chauffeur's license is required, type depending upon weight of vehicle. Union membership is a pre-requisite for employment.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done out-of-doors. Hazardous situations

result when carrying dangerous loads such as gasoline or explosives. A driver in the city works regular hours. A driver on the road must work ten (10) hours out of every twenty-four (24).

6. Remuneration

Wage for drivers within the city is $3.49 per hour. Drivers on the road receive $3.59 per hour. Some on-the-road drivers are paid by mileage.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupation

Dockman

a) Loads and unloads household or office furniture.

A uniform is required.

Employee purchases uniform from company.

b) Remuneration

Wage varies from $3.49 to $3.54 per hour.

C. FOUNDRIES

1. Places Contacted

a. Washington-Fillmore Iron Works, Inc.

b. Pohlman Foundry Corp.

2. Specific Occupation

Materials Handler (unskilled)

3. Duties and Dress

a. Moves all materials to proper work areas; brings patterns and molds to workers using them; carries finished products to loading area or loads goods onto a conveyor belt.

b. A uniform is not required.

4. Qualifications

a. An eighth grade diploma is required. High School graduates receive preference. A physical examination, aptitude and general knowledge test may be required.

b. See footnote, page 27.

5. Working conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employee is subjected to forced lay-off, union strikes, etc. Workers work a straight shift.

6. Remuneration

Wages are controlled by a union pay scale. Employees receive a lower wage during the training period. Evening and night shift workers receive a slightly higher wage.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupations

a. Hand Molder's Helper

b. Coremaker's Helper

c. Shakeout Helper

d. Grinder's Helper

1) Duties and Dress

Has materials ready for use; hands tools to experienced worker; cleans equipment.

A uniform is not required.

2) Wage varies from $1.95 per hour to $2.09 per hour. Evening and night shift workers receive slightly higher wage.

D. AUTOMOTIVE

1. Places Contacted

a. Main Automatic Car Wash

b. Kar Service Centers, Inc.

2. Specific Occupation

Automobile Seat-cover Installer (semi-skilled)

3. Duties and Dress

a. Might choose color and type of material from stock pile; removes panels and ash trays from cars; fits cover on seat and puts metal rings on it to hold it in place; replaces panels and ash trays; helps to keep working area clean.

b. A uniform is not required.

4. Qualifications

a. Employee must possess a general knowledge of all types of cars. He must be able to read and follow directions. A physical examination is mandatory every three months. Union membership is not required if employed in an independent garage.

b. See footnote, page 27.

5. Working Conditions and Hours.

Work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employees work straight shifts and receive time-and-a-half for overtime.

6. Remuneration

Wage for beginning employees is $1.50 per hour. Wage may reach $2.75 for experienced employees.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupations

a. Car Washer

1) Duties and Dress

a) Hand Washer

Sweeps and cleans inside of car with broom or vacuum cleaner; sprays top and sides with hose and sponges off dirt; wipes car dry with chamois; washes wheels, fenders and bumpers with soapy water; cleans and polishes windows; waxes and polishes cars.

b) Automatic Car Washer

Cleans and vacuums inside of car with a group of men; helps touch up parts the machine missed; polishes windows and chrome trim.

Uniform consists of work clothes and rubber boots.

Employer supplies work clothes.

Employee supplies rubber boots.

2) Remuneration

Wage varies from $1.50 to $1.55 per hour.

b. Gas Station Attendant

1) Duties and Dress

Sells gasoline; checks oil and sells it when needed; cleans windshields; fills radiators and checks tires; gives road information and dispenses maps; keeps buildings and grounds clean. In large service stations he may have only one job, e.g., greasing cars, washing cars or selling gas and oil.

Uniforms may be required.

Employer supplies uniform.

2) Remuneration

Wages vary with place of employment.

c. Small Motor Repairman's Helper

1) Duties and Dress

Takes small motors apart; cleans oil, grease and dirt from all parts with special cleaning solution, dries parts and returns to repairman; might paint the outside case of a motor.

A uniform is not required.

2) Remuneration

Wage varies from $1.50 to $2.00 per hour.

d. Muffler Installer

1) Duties and Dress

Learns to operate hoist and gas and electric torch; inspects muffler and removes if it is defective; removes exhaust and tail pipe; installs new muffler.

A uniform is not required.

2) Remuneration

Wage varies from $2.00 to $3.50 per hour.

III. PUBLIC SERVICE OCCUPATIONS

A. HOTEL SERVICE

1. Places Contacted

a. Statler Hilton

b. Hotel Lafayette

2. Specific Occupation

Houseman (unskilled)

3. Duties and Dress

a. Sets up tables and chairs; lays rugs and carpeting; sets up platforms, microphones, blackboards, pianos; puts away all furniture used; refurnishes rooms for varied activities; washes, waxes and polishes floor in ballroom; vacuums rugs and carpets; dusts venetian blinds, electric fans and furniture; washes woodwork, walls and ceilings; hangs flags and keeps them clean and in good repair.

b. A uniform is required.
Employer supplies uniform.

4. Qualifications

a. A physical examination is required and company does not pay for it.

b. See footnote, page 27.

5. Working Conditions and Hours

All work is done indoors. Lifting and moving heavy furniture is involved in this job. Employees work straight shifts (days, evenings or nights). Employees take turns working Saturday, Sunday and holidays. Employment is available throughout the year.

6. Remuneration

Wage varies for this occupation but most earn about $1.50 per hour. Fringe benefits include: paid vacations, group life insurance, hospitalization and surgical insurance plans.

7. Advancement

Employees may advance to the head of the department if qualifications and seniority are considered.

8. Related Occupations

a. Parking Lot Attendant

1) Duties and Dress

Helps park cars; might be asked to wash cars and fill gas tank while guest is away.

A uniform is not required.

2) Remuneration

Wage is approximately $1.50 per hour. Employee may accept tips.

b. Checkroom Attendant

1) Duties and Dress

Gives a numbered claim ticket for each article accepted; checks lost and found section upon request; answers telephone in checkroom; takes messages for customers.

A uniform is not required.

2) Remuneration

Wage is approximately $1.50 per hour. Em-

ployee may accept tips.

c. Dishwasher

1) Duties and Dress

Scrapes and rinses dishes in lukewarm water; places dishes in wire racks; puts racks in machine. After washing, shoves them in dry place ready for use. Keeps machine nozzles, tables and water tank clean and in working order.

A uniform is required for both men and women.

Employer supplies uniforms.

2) Remuneration

Wage is approximately $1.50 per hour.

d. Hotel Bellman

1) Duties and Dress

Carries guest's luggage; escorts guests to rooms; checks rooms for heat, air, bathroom supplies, writing materials, laundry bag and matches; reports anything that is missing or needs fixing; informs guests about dining room service hours; performs errands if requested; helps to clean lobby.

A uniform is required.

Employer supplies uniforms.

2) Remuneration

Wage varies from $60.00 to $65.00 per week.

Employee may accept tips.

e. Hotel Maid

1) Duties and Dress

Makes beds; changes sheets; empties baskets, dusts, vacuums rugs, changes towels; straightens things; checks dresser drawers for forgotten articles; prepares room for next guest.

A uniform is required.

Employer supplies uniforms.

2) Remuneration

Wage is approximately $1.50 per hour.

Employee may accept tips.

f. Linen Room Attendant

1) Duties and Dress

Controls the discharge and return of linens; fills out linen request slips; stores employees' uniforms, guest supplies, cleaning materials, card tables, and special pieces of furniture such as cots or cribs; gives out room keys to house maids; has charge of lost and found items; often fills orders by telephone.

A uniform is required.

Employer supplies uniform.

2) Remuneration

Wage varies from approximately $60.00 to $65.00 per week.

B. FOOD SERVICE (Restaurants)

1. Places Contacted

a. MacDoel's

b. Holiday Inn

c. Howard Johnson's

d. Colonial House Restaurants

2. Specific Occupation

Bus Boy

3. Duties and Dress

a. Removes dirty dishes from tables, sweeps floor; changes tablecloths and napkins; keeps all condiment containers filled; empties ashtrays; might help wash dishes.

b. A white jacket and clean trousers are required.

Most companies furnish both jacket and trousers; some furnish jackets only.

4. Qualifications

a. A high school education is desirable. A physical examination by the family physician is required. Management does not pay for the examination.

b. See footnote, page 27.

5. Working Conditions and Hours

All work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employee works a split shift (10-2 and 4-8). Hours depend largely upon the management.

6. Remuneration

Wages vary. In some establishments the worker receives $1.50 plus meals or $1.75 plus one meal. Fringe benefits include: paid vacations, insurance and hospitalization.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupations

a. Fry Cook

1) Duties and Dress

Fries eggs, meats and potatoes; fixes sandwiches or salads; makes coffee, cleans griddle; might help cut and peel vegetables; washes dishes, cleans pots and pans.

A white jacket and cap is required for males. A white uniform and hair net is required for female workers.

Employer furnishes jacket and caps for the male; female employees must furnish their own uniforms.

2) Remuneration

Wage varies from $1.65 to $3.00 per hour.

b. Cafeteria Service

1) Duties and Dress

Fills plates, pours beverages, slices bread and cheese; prepares servings of cold cereals and fruit; makes toast; arranges silverware on counter; checks napkin supply; checks and fills condiment containers; keeps counter and steam table clean.
A white uniform and hair net is required.
Employer supplies the uniform.
Employee supplies the hair net.

2) Remuneration

Wage is approximately $1.50 per hour.

c. Caterer's Helper

1) Duties and Dress

Prepares vegetables; roasts meats; makes fancy canapes; fixes special desserts; packs trays in boxes on carts; loads and unloads delivery trucks; helps at parties, cleans tables; accompanies caterer; helps set tables; helps clean and put away dishes.

A white uniform is required.

Employees supply their own uniforms.

2) Remuneration

Wage is approximately $1.50 per hour.

d. Cook's Helper

1) Duties and Dress

Peels and cuts up vegetables; puts salad on plates; prepares coffee in large urn; fills sugar bowl and cream pitchers; chops nuts for cookies and desserts; rolls out pie crust and fits into pans; cuts cheese; washes pots and pans.

A white uniform is required.

Employer supplies the uniform.

2) Remuneration

Beginning wage is $1.75 per hour.

e. Salad Maker

1) Duties and Dress

Washes, peels and cuts fruits and vegetables; decides how each salad should be mixed or made; makes dressings for salads; keeps working area clean.

White uniform and hair net is required.

Employer supplies the uniform. Employee supplies the hair net.

2) Remuneration

Wage is $1.50 per hour plus one meal per day.

f. Fountain Clerk

1) Duties and Dress

Knows what foods are available and where everything is; waits on customers; knows price of all dishes served; prepares short orders: hot dogs, hamburgers, assorted sandwiches, etc.; might operate a cash register; prepares sales slips; keeps working area clean; makes sodas, shakes, sundaes, etc.

A uniform is required. Men wear white coats and women wear white uniforms and aprons.

Employer supplies the uniform.

2) Remuneration

Wage is approximately $1.40 per hour.

C. LAUNDRY

1. Places Contacted

a. Pendrick Laundry and Cleaners, Inc.

b. Sweet Kleen Laundry Service

2. Specific Occupation

Laundry Marker

3. Duties and Dress

a. Counts number of laundry items and writes number on ticket with customer's name and attaches to each bundle of laundry; writes customer's name on each piece with invisible ink or machine stamps a number on each piece; attaches a numbered safety pin to each piece; puts clothes in net bags numbered to correspond; records number of pin on customer's laundry ticket. Ways of marking clothing vary in each laundry.

b. A uniform is not required.

4. Qualifications

a. Hiring practices favor female sex.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may contribute to hazardous situations. Employment is available throughout the year. General work week is eight (8) hours per day, five (5) days per week.

6. Remuneration

Wage is approximately $1.50 per hour.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupations

a. Laundry Mender

1) Duties and Dress

Darns holes in clothes, using a darning machine; sews on buttons, also using a machine.

No special uniform is required.

2) Remuneration

Wage is $1.75 per hour.

b. Laundry Route Driver

1) Duties and Dress

Loads truck with clean clothes to be delivered that day; picks up dirty clothes from customers on his route; usually informs customer of charges for the work, writes laundry ticket for clothes; collects money at time of delivery; brings dirty clothes to laundry; keeps record of clothes collected on daily route.

No special uniform is required.

2) Remuneration

Wage is a guaranteed wage of $70.00 per week plus a commission on the customer sales.

c. Shirt Presser

1) Duties and Dress

There are usually three workers in one area to handle one shirt. One worker machine presses collars, cuffs and sleeves; another worker presses front, back and sides of a shirt; a third worker hand irons wrinkles around the cuffs and collar and folds the shirt. These workers must work rapidly.

No special uniform is required.

2) Remuneration

A wage is not guaranteed. Workers get $.02 per shirt.

d. Flatwork Ironer

1) Duties and Dress

Two girls handle this job. They open net bags, shake out all flat pieces and ready them for the press. Working, one on each side of the press, they send the flatwork through to be folded, then take the ticket to the folders to insure proper identification of pieces.

No special uniform is required.

2) Remuneration

Wage is approximately $1.50 per hour.

D. DRY CLEANING

1. Places Contacted

   a. Cadet Dry Cleaners

   d. Dates One Hour Dry Cleaning

2. Specific Occupation

   Dry Cleaner's Helper

3. Duties and Dress

   a. Sorts clothes and places them in a large machine: might pour cleaning fluid into machine. After items are clean, drains fluid out of machine. Strains dirt so fluid can be re-used. Removes clothes from machine and places them into a tumbler and then into a dryer. Checks clothes to see if they have been properly cleaned and sends clothes with spots to the spotter.

   b. A uniform is not required.

4. Qualifications

   See footnote, page 27.

5. Working Conditions and Hours

   Work is done indoors. Carelessness may create hazardous situations. Employment is available throughout the year. The work week is forty (40) to forty-four (44) hours. Five full days and possibly four (4) hours on Saturday morning.

6. Remuneration

   Wages vary from $60.00 to $80.00 per week, time-and-a-half for overtime.

7. Advancement

   Opportunities for advancement are limited.

8. Related Occupations

   a. Garment Bagger and Folder

      1) Duties and Dress

      Must be able to read. Removes finished garments from racks and places them in cleaning bags for dust-free protection. Staples ticket to bagged cleaning and places on racks for route drivers and customer pick-up. Checks garments for spots; folds delicate items such as knits before bagging.

      A uniform is not required.

      2) Remuneration

      Wage is approximately $1.65 per hour.

   b. Dyer's Helper

      1) Duties and Dress

      Helps sort and weigh clothes to be dyed. Places clothes in dyeing machine, sets controls and watches them carefully. Might have to wash clothes before dyeing; might mix dye solution to suit type of fabric and weight of garment.

      A uniform is not required.

      2) Remuneration

      Wage is approximately $1.50 per hour.

   c. Spotter

      1) Duties and Dress

      Uses special types of cleaning solutions and tools to remove difficult stains from garments.

      A uniform is not required.

      2) Remuneration

      Wage is $3.00 per hour.

E. DOMESTIC SERVICE

1. Specific Occupation

   Household Aide or Maid

2. Duties and Dress

   a. Does daily housecleaning: making beds, vacuuming, washing dishes, etc. Cooking and/or babysitting may be included in the duties. Washes and waxes floors weekly. Might answer doorbell and telephone. May be asked to live in the home where employed.

   b. Some employers may require uniforms.

   Employee must usually supply uniform if required.

3. Qualifications

   a. Female sex predominates the occupation. Household skills are necessary.

   b. See footnote, page 27.

4. Working Conditions and Hours

   Most work is done indoors. Carelessness creates hazardous situations. Working hours vary with situations.

5. Remuneration

   Wages vary. Earnings may range from $50.00 to $60.00 per week plus room and board.

6. Advancement. .

   Opportunities for advancement are limited.

7. Related Occupations

   Day Worker

a. Duties and Dress

The day worker will probably work for several different families during the week. Duties include heavy housework such as mopping and waxing floors, polishing silver, shampooing carpeting, etc. Might do some ironing. Usually performs the same duties for each specific employer.

A uniform is not required.

b. Remuneration

Wages vary. Some employers pay by the day and include a meal and carfare. Others may pay by the hour and include a meal and carfare.

F. HOSPITAL AND OTHER INSTITUTIONAL SERVICE

1. Places Contacted

a. Deaconess Hospital

b. Lafayette Hospital

c. Millard Fillmore Hospital

d. Children's Hospital

e. Our Lady of Victory Hospital

f. Columbus Hospital

2. Specific Occupation

Hospital Cleaning Lady

3. Duties and Dress

a. Mops or scrubs floors regularly; might dust and wash walls, ceilings, mirrors, etc.; polishes furniture; washes beds before new patients arrive; keeps bathrooms clean; empties and sterilizes wastebaskets; not all workers perform the same tasks.

b. A uniform is required.

Employee must supply uniform.

4. Qualifications

a. Some hospitals require union membership after employment.

Female sex predominates job area.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness creates hazardous situations. Employee works forty (40) hours per week.

6. Remuneration

a. Wage varies from $1.58 to $1.80 per hour.

b. Fringe benefits: employer pays one-half of hospitalization and health insurance; employee pays the remainder.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupations

a. Dietitian's Helper

1) Duties and Dress

Duties might be any one or a combination of the following: peel and cut vegetables; slice chickens; prepare food trays for patients; load trays on serving carts; pick up empty trays and return them to kitchen; unload trays; scrape plates and stack dishes; keep all appliances clean.

A uniform is required.

Employee must supply uniform.

2) Remuneration

Wage varies from $1.58 to $1.80 per hour.

b. Laundress

1) Duties and Dress

Duties include: collecting and sorting laundry; loading and unloading washing machines and dryers; ironing, counting and storing laundry; distributing correct linens throughout hospital.

A uniform is required.

Employee must supply uniform.

2) Remuneration

Wage varies from $1.58 to $1.80 per hour.

c. Washman

1) Duties and Dress

Washes linens and other articles following prescribed methods and formulas; supervises workers in the laundry.

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from $1.97 to $2.19 per hour.

d. Washman's Helper

1) Duties and Dress

Assist, under close supervision of washman, in washing linens and other articles.

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from $1.97 to $2.19 per hour.

e. Nurse's Aide (female)

1) Duties and Dress

Aids patients in personal care; makes beds, cleans bedside stands and dresser drawers; checks patients' drinking water supply; helps serve food trays; might feed very ill patients; helps patients with special equipment (braces, crutches, wheelchairs.)

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from $1.97 to $2.19 per hour.

f. Stockroom Clerk's Assistant

1) Duties and Dress

Helps take inventory of supplies in hospital storeroom; helps with orders for items needed; checks orders against bill of laden; reports broken or damaged items; records and and stores items; delivers supplies when needed.

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from $1.97 to $2.19 per hour.

g. Day Nursery Helper

1) Duties and Dress

Helps prepare materials and equipment for children; helps children hang up clothes; helps prepare meals and clean up after meals; gives general help with children.

A uniform is not required.

2) Remuneration

Wage is approximately $1.50 per hour.

G. DEPARTMENT STORE SERVICES

1. Places Contacted

a. Wm. Hengerer Company

b. L. L. Berger, Inc.

2. Specific Occupation

Receiving Clerk's Helper

3. Duties and Dress

a. Unloads trucks; checks cartons against bill of laden; reports damaged items to receiving clerk; might use equipment to move heavy cartons; brings stock indoors.

b. A uniform is not required.

4. Qualifications

See footnote, page 27.

5. Working Conditions and Hours

Work is done in and out-of-doors. Carelessness may contribute to hazardous situations. Employment is available throughout the year. Working hours vary but most workers work straight day shifts, 7:30 A.M. to 4:00 or 4:30 P.M.

6. Remuneration

Wage is approximately $1.50 per hour. Worker might work overtime from October through December.

7. Advancement

Opportunity for advancement is based on merit and personnel reviews.

8. Related Occupations

a. Filing Clerk

1) Duties and Dress

Alphabetizes and puts away all forms related to sales; may be assigned to other tasks.

A uniform is not required.

2) Remuneration

Wage is $1.50 per hour.

b. Cashier

1) Duties and Dress

Knows complete operation of register including insertion of new register tapes; totals register at the end of the day; must work rapidly and make change accurately; is familiar with location of merchandise.

A uniform is not required.

2) Remuneration

Wage is $1.50 per hour.

c. Porter

1) Duties and Dress

Work varies daily; may straighten lounge, replace light bulbs; cleans spilled or dropped items from floor; keeps mirrors and counter

tops clean; picks up paper from floor and stairways; empties trash cans; sweeps or shovels sidewalks around store; does other odd jobs as requested.

Uniform consists of a short coat with the store's name on it.

Employer supplies the coat.

2) Remuneration

Wage is $1.50 per hour.

d. Freight Elevator Operator

1) Duties and Dress

Helps deliver supplies to different floors of the building; assists in loading office equipment and other items into the elevator; delivers packages to offices; escorts workmen to parts of the building.

Uniform consists of a jacket with the store's name on it.

Employer supplies the jacket.

2) Remuneration

Wage is $1.50 per hour.

e. Parcel Wrapper

1) Duties and Dress

Assists customer in choosing appropriate paper and ribbon for wrapping; checks sales slip to be certain the item was purchased in the store; wraps item; might package gift in mailing carton; checks supplies on hand.

A uniform consisting of a smock may be required.

Employer supplies smock.

2) Remuneration

Wage is $1.50 per hour.

H. MAINTENANCE *

1. Place Contacted

Department of Sanitation, City Hall

2. Specific Occupation

Street Department Crew Worker

* The job area of maintenance is generally included in many of the other job areas. Therefore, in order to avoid duplication, any similar job which has been treated in other sections will not be repeated under maintenance.

3. Duties and Dress

a. Must take orders from crew foreman; keeps tools and other equipment clean and ready for use; loads and unloads materials from trucks; might mix ingredients for concrete; builds forms; pours concrete and smooths mixture; helps keep curbs and streets repaired; might help dig trenches and ditches.

b. A uniform is not required. Helmet and special equipment are supplied by the city.

4. Qualifications

See footnote, page 27.

5. Working Conditions and Hours

Work is done out of doors. Carelessness may contribute to hazardous situations. Employment is available throughout the year. Employees work a forty (40) hour week.

6. Remuneration

Wage varies from $1.50 to $2.85 per hour.

7. Advancement

Opportunity for advancement is limited. Most employees are on a temporary basis unless the job is a Civil Service occupation.

8. Related Occupations

a. Assistant to Cemetery Grounds Keeper

1) Duties and Dress

Mows lawn and trims shrubbery; weeds around flowers and headstones; removes dead foliage and burns in incinerator; fertilizes lawn and sprays insecticide; helps prepare new graves, shovels snow; repairs headstones and buildings on grounds; guards against vandalism; locks gates at night.

A uniform is not required.

2) Remuneration

Wage is approximately $1.75 per hour.

b. Park Worker

1) Duties and Dress

Mows and rakes lawns; weeds garden areas, clips shrubbery and waters designated areas; keeps play area clean; checks equipment and does minor repair work; keeps swimming pool free of dirt and debris; maintains skating rink in winter.

A uniform is not required.

2) Remuneration

Wage is approximately $1.85 per hour.

c. Stadium Ground Crew Man

1) Duties and Dress

Cuts and rakes grass regularly; picks up all trash; loads it onto a truck and drives the truck to city incinerator; places hoses and sprinklers out to water field; cleans dugout; marks field for games; covers field with canvas during rain; erects and removes goalposts; shovels snow off field in winter.

A uniform is not required.

2) Remuneration

Wage is approximately $1.65 per hour.

d. Sports Arena Clean-up Man

1) Duties and Dress

Sweeps entire section to which he is assigned; mops seats which may be sticky or greasy; mops floors; might have to clean enclosed areas under concession stands and rest rooms.

A uniform is not required.

2) Remuneration

Wage is $1.65 per hour.

e. Window Washer

1) Duties and Dress

Washes and cleans windows inside and out for office buildings, restaurants, stores, factories, houses, schools and banks.

A uniform is not required. Work clothes are worn.

Employer supplies the work clothes.

2) Remuneration

Wage is approximately $3.00 per hour.

f. Night Watchman

1) Patrols building at intervals; checks to see that doors, windows and gates are locked; checks furnaces and other equipment.

A uniform is not required.

2) Remuneration

Wage is approximately $2.50 per hour.

RELATED VOCABULARY

accordance
activities
advancement
alphabetize
apprentice(ship)
aptitude (test)
assist
automatic scale
automation
baggage
bill of laden
bundle
butcher
carelessness
cartons
ceilings
cellophane
chauffeur's license
circulars
clerks
coincides
compensation
compensatory time
concrete
construction
conveyor belt
cost of living
counter
coupons
crew
curbs
damaged
decrease
deliver
differential (wage)
ditches
double time (wage)
drain
dull months
earn
employment
equipment
errand
evening shift
exact
experience
female
figure
fill
fluid
forced layoff
foreman
fork lift truck
freight
frequently
fringe benefits
frosting
furnish
general knowledge test
glaze
greases
group insurance
hair net
hauls
hazard
helmets
hiring
hospitalization
icing
increase
industry
ingredients
inspect
Interstate Commerce Commission
invisible ink
items
jacket
ketchup
label
labor
laundry ticket
limited
maintenance
male
management
materials
melt
membership
merchandise
merit pay (raise)
microphone
mileage
mold
mustard
napkins
night shift
opportunities
order
overseas
over-the-road
overtime
panels
patients
patterns
pay scale
peak season
perform
per hour
pertinent
physical examination
platforms
polishes
possess
poultry
pound
power dolly
practices
predominates
preferred
pre-requisite
properly
pulley
qualities
rack
rated differential
recipes
refrigerator
refurnishes
register
regular
regulate
reheats
removes
require
retirement
rotate (shifts)
route
sausage
scrapes
seasonal
seniority
sex
shakers
sharpen
sick time allowance
slack season
sorts
spatula
spilled
split
sterilized
stock
straight shift
strains
supervise
supply
tablecloths
tape
terminal
thermostat
time-and-a-half
total
training period
trenches
trim
trousers
tumbler
uniform
union wage
utensils
vacuum
varied
vehicle
venetian blinds
wage
weigh
weight
wheelbarrow
wicks
workman
wrap

UNIT III

SKILLS CONCOMITANT TO

SECURING A JOB

UNIT III

SKILLS CONCOMMITANT TO SECURING A JOB

OVERVIEW

Success in securing initial employment depends on the individual's ability to venture into an area of life with which he has had little or no practical experience. For the mentally retarded this is especially difficult as he is less able to cope with situations that require fast judgment, common sense, or complicated thought processes.

It is the purpose of this unit, therefore, to enable the mentally retarded to succeed in securing a job despite his limitations. This will be possible by familiarizing the student in the classroom with those tasks he must perform in a real-life situation in order to obtain employment.

Emphasis has been placed upon:

1. Enabling the student to use transportation facilities
2. Familiarizing the student with job applications
3. Giving the student experience with job interviews

UNIT III

SKILLS CONCOMITANT TO SECURING A JOB

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Knowledge	
A. Transportation	
1. Public	Find the meanings of words: route, transfer, transit, travel, schedule, bus line, public transportation, etc., in the dictionary.
Bus a. Schedule b. Transit routes	
c. Transfer	Make maps of main bus routes. Prepare and discuss a list of bus companies in the city and their use: Niagara Frontier Greyhound Blue Bus Trailways Cottrell
2. Private	Make a list of rules for pedestrians and riders.
Automobile a. Traffic signs b. Driver training	Teach use of objects and buildings as aids while traveling. Obtain samples of bus schedules and learn how to use them. Take a field trip on Greyhound or Trailways. Use city buses to visit department stores, restaurants, or other places. Drill street sign, traffic sign recognition. Use driver's manual as basis, for reading lessons. Fill out the application for a driver's permit and license. Discuss New York State requirements for auto insurance. Determine the cost of gas and oil while using the car to and from work. Discuss procedure to be followed in the event of an accident. Show filmstrips: TRAFFIC SAFETY EDUCATION SVE A2138 LAWS AFFECTING DRIVER SVE A2133
B. City Geography	Construct with class, an elementary city guide for a bulletin board. Let students mark pertinent places.
1. Map and street guide	
2. Location of home (street and number)	Map routes from students' homes to various parts of the city.
3. Location of industry	Make a list of industries which are found in the area. Have students give clear directions or map information to each other regarding job sites. Let students play the part of a gas station attendant giving directions to tourists trying to find certain streets or buildings.
C. Telephone Skills	
1. Using a telephone directory	Review alphabetical order by finding various listings in phone book.
a. Location of emergency numbers	Have class categorize items and services to learn yellow page listings.
b. Yellow pages	
2. Dialing	Use the teletrainer to practice making appointment for interview.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
3. Courtesy	Construct a chart about the "Do's" and "Don'ts" while making a phone call relating to employment.
4. What information to request	
5. Calling for job interview	
6. Call for results of job interview	
II. Qualifications	
A. High School Experience	Bring a certificate of school completion into class and explain what it will mean to both the student and the employer.
B. Good Personal Record	Use overhead projector to display permanent record card from the office and discuss with the class the fact that an employer can request the information. Give each student a copy of his high school record of attendance. Compile a list of common excuses for school absenteeism. Determine how many days have been taken - relate this to time off a job and a smaller paycheck.
C. Job Experience	
1. School work	Have former students relate how the work training program has helped them obtain full-time jobs.
2. Part-time and summer work	Have a personnel man from a local company explain the importance of job experience when seeking employment.
D. Proper Mental Outlook Toward Work	
1. Willingness to work	Compile an interest questionnaire covering topics such as working various shifts, job training, etc.
2. Knowledge of skills necessary to apply for work	
3. Knowledge of types of work for which pupils are best suited	Take class to school shop and give them a guided opportunity to try their skill with various tools.
III. Preparation for an Interview	
A. Sufficient Rest	Discuss the consequences of lack of sleep before an interview.
B. Good Breakfast	Discuss how a good breakfast can influence performance during an interview.
C. Good Grooming	
1. Skin	List the articles for good grooming and personal hygiene and their prices.
2. Teeth	
3. Hair	Insist that grooming be an integral part of attending class.
4. Nails	Keep articles such as combs, emery boards or nail files in class. Keep a small mirror in class. Obtain pamphlets on care of skin and teeth. Have someone from Beauty Culture School come in and speak on personal care and demonstrate: hair shampooing, setting and styling hair, manicuring. Show filmstrips: GROOMING FOR BOYS McGraw-Hill #401-820 GROOMING FOR GIRLS McGraw-Hill #402-080 Plan a bulletin board centered around themes which stress cleanliness.
D. Dress Requirements	
1. Plans made in advance	Present skits showing proper dress, manners and personal conduct when applying for a job.
a. Appropriate	
b. Coordinated	Cut out pictures from magazines of dress for various occasions.
c. Conservative	Have a fashion show depicting dress for different occasions.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	Discuss the selection of clothes in relation to size, color and durability.
	Construct a bulletin board showing acceptable and unacceptable styles of dress.
E. Manner	
1. Business-like entrance	Dramatize situations which will require the student to make necessary introductions.
2. Care when speaking of former employer	Have a student use a tape recorder to record interviews. Evaluate voice quality and enunciation.
3. Pleasant and cordial but not over friendly	Arrange for a talk by a former student about his experiences at first interviews.
	Have an employer speak to the class concerning impressions he receives and expects to receive in an interview.
F. Self-reliance	
1. Unaccompanied	Discuss necessity for self-confidence.
2. Ability to find the employment or personnel office	
G. Posture	
1. Sitting and standing	Have students observe each other. Who carries himself well? Who walks erectly and in a graceful manner?
2. Facial expression	Discuss the importance of looking a person in the eye while speaking with him.
IV. The Interview	
A. Information Covered in an Interview	
1. Length of working day and week	Have pupils take part in an employment interview, selling his strong points to employer.
2. Shift	Let students ask friends and relatives the names given to the various shifts in their places of employment.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
3. Pay scale	Using hourly rate, compute salaries for different jobs.
a. Hourly rate	
b. Salary	
4. Provisions for overtime	
5. Fringe benefits	Have a speaker talk about fringe benefits to the class. Plan a bulletin board display showing what is covered by fringe benefits.
a. Vacation	
b. Insurance (1) Life (2) Health (3) Unemployment	Compute average cost of fringe benefits; add to pay to find out true yearly earnings. Explain "tax-free" aspects of fringe benefits.
c. Profit sharing	
d. Pension plan	
e. Bonuses	
f. Clothing allowance	
g. Possibilities for advancement	
B. Legal Documents and Forms Needed	Explain retirement benefits tied into social security and a plan independent of social security.
1. Birth certificate	
2. Social security number	Have students fill out typical job application forms.
3. Driver's license	Obtain copies of working papers. Let students fill out forms.
4. References (3)	Plan a display of all legal forms, documents and cards; i.e., license, social security, birth certificate,
5. Working papers	working papers, time card.
6. Draft papers	Have students obtain Social Security cards.
	Ask students to compile a list of people whom they may use as references.
	Show filmstrip: THE JOB INTERVIEW Eye Gate #117

RELATED VOCABULARY

INTERVIEW

advancement
appropriate
benefits
blanks
bonus
business
calendar
conditions
conservative
coordinated
deduct
department head
dismissal
employee
employer
entrance
experience
factory
fringe benefits
full-time
grooming
hourly wages
industry
information
manager
manager's office
newspaper
office
opportunity
overtime
part-time
pension
possibilities
profit sharing
qualifications
recommend
references
regular
reliable
retirement plan
salary
semi-skilled
shift differentials
shift work
sick-leave
skilled
steady
supervisor
unemployed
unskilled
vacation

TRANSPORTATION

accident
Blue Bus
bus line
bus terminal
car pool
caution
chauffeur
Cottrell
crossing
curve
direction
driver's license
driver's manual
emergency exit
exit door
Greyhound
insurance
intersection
learner's permit
Niagara Frontier
passengers
pedestrians
public transportation
right of way
road map
route
schedule
signal
street directory
street guide
take one (bus schedule)
traffic
Trailways
transfer
transit
travel
watch your step
yield

Phrases: For emergency escape — push out window and hold.

Passengers are not permitted to stand forward of yellow line.

Please move back. Thank you.

Thank you for moving back and using center door. It helps everybody.

APPLICATION BLANKS

address
agency
ages of children
allergies
applicant
apprenticeship
are you a U. S. citizen
are you color blind
arrested
branch of service
business school
certificate
character references
chronic disease
college degree
completed
condition of health
date available to start
deferred
deformities
dependents
disease
divorced
do you wear glasses
draft classification
education
elementary
employed
employment history
engaged
ever been arrested
father's occupation
former address

former employer
general
height
hernia
high school
hobbies
husband's name
in case of injury notify
indicate
injuries
job preference
last physical examination
legal papers
length of service
location desired
maiden name
mailing address
major operation
marital status
married
military service
minimum
nature of work
nearest of kin
notify in emergency
number of dependents
occupation
permanent address
physical defects
physical limitations
physically handicapped
position desired
position held last
present address
present draft status
present selective service classification
previous experience
previous injury
print
reason for leaving
references
relative
remarks
residence
serious illness
signature of applicant
single
social security number
spouse
state
telephone
temporary work
type of discharge
type of work desired
wages paid

TELEPHONE

area code
classified
coin return
collect call
courtesy
dial tone
directories - out of town
directories - personal
directory
emergency numbers
hang up
information
intercom
local calls
long distance
message
operator
outside call
person-to-person call
please
receiver
switchboard
wrong number
yellow pages service

UNIT IV

SEEKING EMPLOYMENT

UNIT IV

SEEKING EMPLOYMENT

OVERVIEW

Securing employment is difficult even for those who do not have the problem of retardation. Possibilities are rapidly exhausted and discouragement comes easily. The retarded student, therefore, must be taught to pursue job leads in a logical, systematic order. He must also be taught to seek counsel through various agencies if he is unable to secure employment himself.

Material in this unit has been prepared to aid the student psychologically as well as informationally for the process of securing a job.

Emphasis has been placed upon:

1. Becoming familiar with employment agencies both public and private.
2. Utilizing other job leads such as the classified ads.
3. Developing knowledge and ability to use required legal papers.
4. Seeking counsel from the Division of Vocational Rehabilitation and its supportive agencies.

UNIT IV

SEEKING EMPLOYMENT

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Seeking Employment	
A. Assistance from Friends, Relatives, Teachers	
1. Family business	List student suggested jobs on chalkboard. Discuss capabilities, qualifications and acceptance.
2. Tips on job opportunities	
3. Union membership	
B. Employment Agencies	
1. Public - New York State Employment Office	Have speaker from New York State Employment Office acquaint students with services available to them at the Division of Vocational Rehabilitation.
a. Services	
b. Procedures at office	
(1) Reporting to information desk, etc.	Have students report on experiences at New York State Employment office.
(2) Request application	Let pupils locate employment office on maps and trace bus route from their homes and/or school to the office.
c. Forms	
d. Interviews	
e. Locations	
f. Traveling to agency	
	Take a trip to the New York State Employment Office.
2. Private Agencies	Have simulated interviews to provide opportunity for pupils to practice questioning and answering in an interview situation.
a. Licensed	
b. Services	
c. Commissions payable	
d. Procedures at agency	Discuss service offered, through private agencies, what constitutes a reasonable fee, and how fee is collected.
e. Forms	Practice filling out typical forms.
f. Interview	
g. Locating agencies	Invite representatives from agencies to discuss services offered.
h. Traveling to agencies	
3. Community Service Organizations	Visit employment and rehabilitation agencies.
a. Youth Opportunity Center	
b. Urban League	
c. Catholic Charities	
d. Jewish Family Service	
(1) Services offered	
(2) Limitations (if any)	
e. Specialized groups	
4. Rehabilitation Agencies	
a. Division of Vocational Rehabilitation	
(1) Qualifications for service	
(2) How to apply	
(3) Forms	
(4) Location(s)	
(5) Transportation	
b. Manpower Development and Training Center	
c. Job Education Training	
C. Classified Want Ads	Read some ads and have class decide whether or not they may apply for the job advertised.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
1. Types of publications a. Daily b. Weekly	Distribute mimeograph sheet with samples of classified ads and prepare questions based on these ads.
2. Location in newspaper	
3. Reading and understanding ads	Prepare individual cards of various employment ad clippings; let students select one of their choice and write a letter of application. Have students bring in copies of any neighborhood newspapers. Make a display of these publications. Survey class to see if any students have had any unfavorable experiences answering ads of any kind. Discuss. Have students make up their own "Help Wanted" ads, stating specific qualifications and hours.
4. Investigate ads a. Telephone b. Letter c. Personal	Use teletrainer to practice use of telephone for investigating job ads. Have students practice making personal inquiries into ads. Use tape recorder.
D. Investigating Job Areas (Pavement pounding)	
1. Jobs available in specific industries and businesses	Review Unit II - Job Analysis.
2. Addresses of employment offices, businesses and industries (Personnel offices)	Use telephone directory to look up addresses of employment offices of businesses and industries.
3. Typical application forms	Practice filling out application forms. Try to obtain a part-time job by following various job leads. Make and keep a running file of addresses and phone numbers of places to contact.

RELATED VOCABULARY

abbreviation
accept
ad
advertisement
agency
agent
analysis
application
apply
appoint
appointment
article
available
benefits
birth certificate
business
Catholic Charities
classified
classify
column
commission
community
connection
contact
division
Division of Vocational Rehabilitation
duplicate
earnings
employ
employee
employer
employment
essential
evaluate
excellent
experience
favorable
form
fringe
holiday
hospitalization
identification
identify
individual
industry
information
inquire
interest
interview
investigate
Jewish Family Service
license
local
location
membership
necessary
obtain
offer
opportunity
pay
payable
payment
permanent
personal
personnel
physical
position
preferred
private
procedure
program
public
publication
qualification
qualify
questionnaire
rate
register
rehabilitation
relative
remuneration
reply
report
represent
representative
required
route
salary
section
secure
seek
services
signature
situation wanted
social security
sponsored
steady
temporary
tips
trainee
training
typical
union
Urban League
vacation
vicinity
wage
Youth Opportunity Center

UNIT V

HOLDING A JOB

UNIT V

HOLDING A JOB

OVERVIEW

The purpose of this unit is to develop in the student a thorough knowledge of the proper aptitudes and attitudes necessary to maintain a job. This will be accomplished by instilling an understanding of the personality traits that society deems most desirable to insure successful employment.

The student must also be acquainted with those actions which may serve as a detriment to his job. He must be helped to understand the causes and results of such actions in order to attempt to eliminate them.

Emphasis has been placed upon:

1. Explaining to the student why he must adhere to the dictates of proper employer-employee relationships.
2. Developing in the student a desire for relations based on mutual respect and cooperation with all people.
3. Cultivating skills such as self-control that will insure the student continued employment. .

UNIT V

HOLDING A JOB

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Attitudes and Aptitudes Needed to Hold a Job	
A. Attitudes	
1. Employer-employee	Devise a non-cooperative situation in which students set up a car washing committee to raise funds for a class picnic.
a. Cooperation	Discuss actions of individuals in the group. Show filmstrips: WHY SHOULD I CARE HOW HE FEELS? FOM #329 BELONGING TO A CROWD AND THE WAY WE INFLUENCE OTHERS SVE #F775 SBR COPING WITH AUTHORITY FOM #371 ETIQUETTE SMOOTHES THE WAY FOM #372 Take students to the Hotel Statler to observe how employees must cooperate with the employer to insure the success of the business operation.
b. Accepting criticism	Set up a role playing situation in the class where the group will be criticized by an individual. The individual must be prepared before class. A discussion will follow the role playng.
c. Willingness to compromise	Discuss situation in which two workers both need to use the same machine at the same time and why compromise is necessary.
d. Courtesy and helpfulness	
e. Respecting rights and property of others	
f. Promptness	
(1) Proper use of time clock	Make a model of a time clock and illustrate its use.
(2) Reporting to boss or supervisor	Set up a discussion on the importance of reporting on time, building up a good record, lost money in docked wages, and the danger of rushing in at the last minute.
(3) Arriving at work station on time	
(4) Notifying employer in advance of tardiness	Figure out loss to worker in docked wages due to fifteen (15) minutes lateness each day for a week. Use teletrainer provided by New York Telephone Company and have students call to notify in advance of tardiness.
g. Initiative	
(1) Doing things without being told	Previous to a fire drill, set up a barrier at classroom exit. Have students use initiative to safely leave classroom by removing or bypassing this obstruction.
(2) Willingness to undertake new tasks	Teacher states that janitors are going on strike. Each classroom will be held responsible for its own upkeep. Ask for student volunteers to perform necessary duties.
(3) Ability to correct own mistakes	
h. Honesty	
(1) Giving a day's work for a day's pay	Discuss theft and its relation to an honest day's work for an honest day's pay.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
(2) Being trustworthy with money, tools and materials	Compute cost to candy factory if each of the three hundred and fifty (350) employees takes ten cents (10¢) worth of candy every day for a month.
	Have a policeman tell the class about boys he has known and how crime has hurt their lives.
	Explain to class how past record of theft may prevent one from being bonded and obtaining employment.
	Discuss the relationship between taking care of school books and taking care of tools on the job.
i. Interest	
(1) Seeking ways of improving the job	Place a suggestion box in the room. Explain its purpose. Read suggestions aloud for class to evaluate.
(2) Conserving time and protecting equipment	
j. Dependability	
(1) Being at work every day	Have a speaker from local industry relate problems caused by employees not being dependable.
(2) Completing jobs in acceptable manner	Begin a bulletin board on an interesting topic and stop just before completion. When the students comment on this, use it as a means to discuss the importance of completing a job.
k. Attentiveness	
(1) Listening to directions	Read a set of simple directions for a test in a clear, normal voice. See if pupils can follow these directions.
(2) Following directions	Have pupils read a set of directions and see if they can follow them.
	Discuss the importance of being able to listen to, accept and follow directions.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
l. Acceptance	
(1) Accepting limitation of self and others	Discuss the meaning of "personal limitation" and the way in which it affects our opinions of others. Emphasize that we must be tolerant of others. Discuss proper behavior and attitude toward handicapped individuals.
(2) Adapting to changing situations	
	Show filmstrips:
	ACCEPTANCE AND DIFFERENCE SVE #A777-3
	ON BEING DIFFERENT FOM #366
	ARE YOU ADAPTABLE FOM #322
m. Confidence	Discuss a situation in which employee does not feel confident in the job he is doing. Compare this to the employee who is confident in the worthwhileness of his efforts.
2. Employer - employee	
a. Friendliness	
(1) Making others feel at ease	Set up a skit in which pupils clearly show the difference between laughing at someone and laughing with someone. Emphasize that what the victim does in a situation greatly determines what the group will do.
(2) Accepting advice	
(3) Showing appreciation	Discuss the importance of choosing friends wisely and that to keep a friend, one must be a friend.
(4) Demonstrating capacity for empathy	
b. Sense of humor	

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
(1) Helping to avoid friction (2) Enjoying the lighter side of life	Choose a topic which has current appeal to the students and which also is somewhat controversial. Ask for two volunteers to prepare and debate the issue. The object is to get the opposing sides to consider the point of view even if it is not personally acceptable. Have class share anecdote or amusing instances in their lives.
c. Cooperation	
(1) Sharing knowledge and experience	Discuss with the class the importance of listening to the views and opinions of others as a matter of respect and courtesy. Listening to another's viewpoint does not mean you accept it. It simply means that you are fair and considerate of others.
(2) Abiding by rules and regulations	Have students keep a personal evaluation checklist to see how well each follows school and class rules.
(3) Showing consideration for others	Illustrate mathematically how the work load of a group is increased when one member is missing. Example: If it takes two men four hours to build a shed, how long will it take one man to build the same shed? Show filmstrip: ARE YOU AN INTERESTING PERSON? FOM #310
B. Aptitudes	
1. Physical	Put on a radio show with students reading characterizations. Tape record. Replay to see how well characterizations were conveyed.
a. Voice (1) Tone (2) Volume	Use a tape recorder to indicate to each student what his or her voice sounds like. Allow each student to speak into the machine and then, after pointing out the good points of proper speech, replay the tape and encourage each student to comment on his efforts. Read a sentence or two very loudly but not clearly enough. Ask the students to repeat it and check them for comprehension. Then read the same sentence, but project your voice, enunciating each word clearly. Check student's comprehension.
2. Emotional	
a. Temper	Present a skit in which employee loses temper with boss and is fired. Have class devise better way to handle same situation. Students relate and teacher lists on board ways to control temper: 1. Take a walk 2. Talk it out 3. Clean house 4. Shovel snow 5. Cut lawn Show filmstrips: NEEDS, SATISFACTION, AND GOALS FOM #360 IDEAL TO LIVE BY FOM #364 DO YOU WIN ARGUMENTS AND LOSE FRIENDS? FOM #316 Show film: DON'T GET ANGRY Encyclopedia Britannica Make a bulletin board using the old statement, "I saw red." Select a picture of a street intersection or a job scene and place it on the bulletin board. Cover it with a sheet of red acetate to show students how one's vision is impaired by anger.
b. Stability in an emergency	Ask a member of the fire department to come into the classroom to discuss the importance of remaining calm in an emergency.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	Present skits to illustrate how a person should act in various emergencies such as: car accident, home fire, injured child, someone fainting.
c. Tact	Define and illustrate tact using questionnaire as a vehicle.
	Example: 1. Would you comment on your boss's tardiness? 2. Should you laugh at another person's name? 3. Is it right to ridicule another's appearance?
d. Patience	Discuss patience related to finishing a job at school or at work.
II. Undesirable Behavior	
A. Playing Practical Jokes	Present skits to show the danger of practical jokes. Discuss possibility of physical harm and liability suits.
B. Bragging	Discuss what bragging is. Why do people brag? How could bragging be detrimental to keeping a job?
C. Being Overly Familiar	Use a questionnaire with examples such as: 1. Would you address your boss by his first name? 2. Would you invite your boss to have a beer with you? 3. Would you sit on your teacher's desk while talking to him?
D. Talking Too Much	Construct a bulletin board with a caricature depicting a blabber mouth. Suggested captions to be written next to the drawing are: Wastes Time, Cuts Down Production, Annoys Fellow Workers, Helps Cause Mistakes, Is Disturbing, Could Cause Accidents.
E. Criticizing Others	Show film. HOW CAN I UNDERSTAND OTHER PEOPLE? FOM #305
	Discuss differences between constructive and destructive criticism.
F. Bluffing Through a Job	Discuss dangers of bluffing through a job; embarrassment, physical harm, being fired.

RELATED VOCABULARLY

abide
ability
adaptable
advice
angry
appreciation
aptitude
attentiveness
attitude
authority
avoid
behavior
belong
bluff
brag
calmness
clock
complain
complete
compromise
confidence
conserve
consideration
cooperation
cope
criticize
dependability
dependable
detrimental
different
disagree
discharge
dislike
disturb
dock
don't
doubt
early
easily
efficient
effort
embarrass
emergency
emotions
empathy
employee
employer
employment
enter
entrance
equipment
errand
everybody
everyone
everything
everywhere
excite
excuse
exit
experience
fellow
fired
follow
forget
friend
friendly
grumble
guard
halt
honesty
hour
job
join
key
know
labor
leader
leave
loiter
loitering
lose
loud
lunch
machine
machinery
mistake
obey
office
officer
order
owner
prompt
promptness
property
quarrel
regulations
report
responsible
rules
safe
safety
schedule
scold
security
signature
tardiness
tardy
telephone
temper
theft
understand
violate
violation
willing
withhold
work
worker
wrong
yes
yesterday

UNIT VI

RELATIONSHIPS

WITH

LABOR ORGANIZATIONS

UNIT VI

RELATIONSHIPS WITH LABOR ORGANIZATIONS

OVERVIEW

New labor laws are frequently being formulated and passed by Congress. These, along with existing laws, are interpreted by both management and labor to form the basis for a workable contract with each side striving to better its position in wages and working conditions.

It would be almost impossible for the retarded to keep abreast of new developments in this area. They can, however, have a working knowledge of how a union serves them and how to obtain maximum benefit from the labor union.

Emphasis has been placed upon:

1. Acquainting the student with the different types of unions.
2. Presenting ways and means of obtaining union membership.
3. Providing information about advantages and disadvantages of union membership.
4. Pointing out the individual's duties and responsibilities as a union member.

UNIT VI

RELATIONSHIPS WITH LABOR ORGANIZATIONS

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Unions	
A. Background Information	
1. Definition	Place the following words on the chalkboard and tell the students to look up their meanings: union, unity, amalgamation, incorporation, contract. Explain to the students that these words are found in the names of various unions and all have the same meanings. "Union" simply means workers united in a common cause.
2. Why labor is organized	Plan a trip into the past. Teacher tries to project students into a factory atmosphere in the 1930's using the following working conditions to illustrate the point: working 56 hours at $.50 per hour, operating a machine that is dangerous, improper ventilation and lighting, production quota impossible to meet. Present questions such as: Would you be happy in this situation? Would there be any way out of the situation? If circumstances forced you to stay, could you alone do anything to change the situation? Have each student prepare an experience chart depicting the theme: Why Labor Organized; i.e., shorter hours, better pay, better working conditions. After charts are displayed, have class vote on which chart is the most effective. Obtain pictures depicting early working conditions. (Historical Society) Compare, mathematically, wages to working hours for both past and present.
	Compute a weekly pay at hourly rates of early factory workers.
3. Major union organizations	
a. AFL-CIO	Construct a chart depicting important similarities and differences between AFL-CIO and Independent Unions.
b. Independent	
B. Ways To Secure Membership	
1. Relatives	Fill out application blanks for membership.
2. Friends	
3. Shop teachers	Request a union representative to speak about how to secure membership in a union.
4. Employer	
C. Types of Shops	
1. Open Employer may hire anyone and new employee need not join a union.	Have students question friends and relatives as to type of shop in which they work. Compare and contrast. Discuss advantages and disadvantages of working in each type of shop.
2. Closed Employer may hire none but union members. Union determines who may be hired.	
3. Union Employer may hire anyone he wants, but each newly hired employee must join the union	

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
within a specified time or lose his job.	
D. Membership Benefits	
1. Shorter work week	Use individual worker's time card showing hours worked and rate of pay to compute wages for one day. Keep time record for one week and compute gross salary.
2. Health and safety program	
3. Vacations	Request speaker from the Labor College to give the class information pertinent to their needs. Prepare with class, in advance, questions which they may wish to have answered.
4. Collective bargaining	
5. Grievance procedure	Make a chart demonstrating grievance channels.
6. Insurance	
7. Pension plan	Compute union contribution to pension plan.
8. Wage scales	
a. Rates and pay differentials	
b. Overtime pay	
c. Guaranteed wages	
9. Union operated enterprises	
a. Medical centers	Visit a medical center operated by the union.
b. Schools	
c. Loans	Compute difference in interest rates between loans obtained from a bank and loans obtained from the union.
E. Membership Responsibilities	
1. Attendance at meetings	Using parliamentary procedure, have a student conduct a union election.
2. Participation in union activities	Discuss reasons for abiding by union regulations.
3. Abiding by union regulations	Have students collect material from newspapers and magazines concerning current strikes. Discuss good and bad.
a. Strike	
b. Picket	
F. Ways to Meet Union Requirements	
1. Schooling	Request a speaker from the New York State Labor Department to address the class on its apprenticeship program.
2. On the job training	
a. Apprentice	
b. Journeyman	
c. Master	
G. Financial Support	
1. Initiation fees	Compute the amount of salary paid toward union dues.
a. Cash	
b. Time payments	
2. Collection of dues	Make a student "shop steward" and have him collect dues for a party, etc., using union procedure, i.e., checkoff.
a. Shop steward	
b. Dues checkoff	Show, using opaque projector, a sample union dues card obtained from local union office.
	Have students make the same card and then have them fill in and compute cost of dues weekly, monthly, and yearly.

RELATED VOCABULARY

American Federation of Labor (AFL)
antitrust law
apprentice (ship)
arbitrate
blacklist
boycott
closed shop
collective bargaining
conciliation
Congress of Industrial Organization (CIO)
conspiracy
convention
crafts
definition
differential
dues check-off
employee
employer
featherbedding
fringe benefits
garment
grievance
guaranteed wages
guilds
hire
independent
industry
initiation
injunction
journeyman
kickback
knowledge
labor
leader
lock-out
major
mass production
master
mediate
member
minimum
negotiate
open shop
organize
over-time pay
pension
picket
procedure
reference
relationship
relative
representative
scab
scholarship
seniority rights
shop steward
skilled
social security
specify
sponsor
standard of living
unemployment
union
union label
union ship
wage scale
welfare